

# How to Apply:

If after reviewing the information provided you would like to be considered for a position, please return a resume, cover letter explaining how you meet the qualifications, and three professional references to one of the three options provided below. Please also include in your cover letter how you heard of the position opening. Incomplete applications may not be considered.

## **Submit your application packet:**

- By email: [nicole.johnson@hca.wa.gov](mailto:nicole.johnson@hca.wa.gov) (Please include in the subject line of the email which position you are applying for)
- By mail: WA Health Benefit Exchange, ATTN: Human Resources, PO Box 657, Olympia, WA 98507
- By fax: (360) 586-1177 (Please address your fax to Human Resources and include which position you are applying for)

Due to the large number of applicants, we may not be able to thank each of you who have applied individually. If you do not hear back from us, unfortunately, you have not been selected to move forward in the hiring process. Please continue to check our website for other employment opportunities.

If you have any questions please contact Nikki Johnson, Human Resource Consultant at [nicole.johnson@hca.wa.gov](mailto:nicole.johnson@hca.wa.gov) or (360) 407-4132.